



YOUTH COMMUNITY CORRECTIONS BUREAU STANDARD OPERATING PROCEDURES

Procedure No.: YCC 60-11	Subject: CASE MANAGEMENT RESPONSIBILITY
Chapter 60: CASE MANAGEMENT / SUPERVISION STANDARDS	Page 1 of 4
Applicable ACA Standards: 2-7070, 2-7126, 2-7171, 3-JCRF-1E-06	Revision Date: 02-10-04, 01-09-06, 11-06-06, 11-23-07, 10-10-08, 08-17-09
Signature: /s/ Karen Duncan	Effective Date: 12-31-02
Signature: /s/ Steve Gibson	

I. BUREAU DIRECTIVE:

Youth Community Corrections (YCC) Bureau employees will follow established procedures for determining case management responsibility for youth, and for determining when that responsibility changes. This procedure will be reviewed annually and updated as needed.

II. DEFINITIONS:

Courtesy Supervision - the direct supervision of a youth who resides in a juvenile parole officer's region but originates from outside the region (another county) or out of state under Interstate Compact for Juveniles (ICJ).

Permanent Case Transfer - the transfer of primary supervision of a youth due to the relocation of the youth's parent/guardian to another county of residence.

Primary Officer - the juvenile parole officer with jurisdiction in the county where the youth's parent(s), guardian(s), custodian(s), or their representative(s) resides. In most instances this will be in the county of commitment. The primary officer is responsible for case planning for the youth while under supervision.

III. PROCEDURES:

A. STEPS

RESPONSIBILITY:

1. Primary Case Management Responsibility

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| a. | The juvenile parole officer (JPO) assigned to cover the county of commitment becomes the primary officer at the time of commitment to the Department of Corrections. If two officers cover the same county, caseload ratio and area of expertise will be considered in assigning the case. This officer remains the primary officer until discharge unless the youth's parent moves to a different county (in a different Juvenile | Primary Officer |
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Procedure No.: YCC 60-11	Chapter 60: CASE MANAGEMENT / SUPERVISION STANDARDS	Page 2 of 4
Subject: CASE MANAGEMENT RESPONSIBILITY		

- Parole region).
- b. When the youth's parent moves to a different county (and a different Juvenile Parole region), the primary officer will determine whether this move is a permanent one. If it is not permanent, the JPO will continue as the primary officer. If it is intended to be a permanent move, the primary officer will make a permanent case transfer to the new region's JPO. Primary Officer
 - c. The JPO in the county in which the youth is committed remains (or becomes) the primary officer when the youth's parent moves out of state. Primary Officer
 - d. When there is a permanent case transfer to another JPO, the updated and complete youth's field file and chronological history will be sent to the JPO in the county of the parent/guardian's new residence, and the youth's case is transferred to the new JPO in automated systems. Primary Officer
 - e. When there is a permanent case transfer, the JPO from the county of commitment will notify the Youth Court, the Youth Services Division Regional Administrative Officer, and any other professional involved in this case, of the transfer. Primary Officer
 - f. At the time of the permanent case transfer, the JPO in the county of commitment closes interest in the youth's case. Primary Officer
 - g. Any future Youth Placement Committee reviews will occur in the county where the parent/guardian resides. Primary Officer

2. Courtesy Supervision

- a. When a youth is placed or is residing in a county outside the responsibility of the primary officer, the primary officer will request courtesy supervision from an officer in the county of the youth's current placement. Primary Officer
- b. The primary officer makes a temporary file Primary Officer

Procedure No.: YCC 60-11	Chapter 60: CASE MANAGEMENT / SUPERVISION STANDARDS	Page 3 of 4
Subject: CASE MANAGEMENT RESPONSIBILITY		

and sends the original file to the courtesy supervising officer to assist in the direct supervision of the youth within 72 hours of transfer. The temporary file should include the following:

- i. Court Order
- ii. Face Sheet
- iii. Birth Certificate / Social Security Card
- iv. Most Recent Treatment Summary
- v. Most Recent Risk Assessment
- vi. Other pertinent information
- c. The JPO providing courtesy supervision and the primary officer will maintain contact with one another regarding the status, progress, and any violations that the youth has had. The courtesy supervising officer will consult with the primary officer regarding permanency-planning issues. The courtesy supervising officer will supervise the youth with the same standards as for other youth on direct supervision. Primary Officer / Courtesy Supervising Officer
- d. Courtesy supervision will not be requested for those youth in placement at Pine Hills Youth Corrections Facility or Riverside Youth Correctional Facility. Primary Officer
- e. Courtesy supervision should be requested for those youth in private residential programs. Primary Officer
- f. Courtesy supervision ends when the youth returns to the home of a parent/guardian, moves to a different county (and Juvenile Parole region) or state, or when the youth is discharged. Courtesy Supervising Officer

3. Discharge from Supervision

- a. The Primary Officer will request discharges on youth when appropriate. When a discharge has been received, the case will be closed on automated systems. If the automated system does not allow the closure to occur due to any reason, the JPO should request assistance from the Regional Primary Officer

Procedure No.: YCC 60-11	Chapter 60: CASE MANAGEMENT / SUPERVISION STANDARDS	Page 4 of 4
Subject: CASE MANAGEMENT RESPONSIBILITY		

- Administrative Officer.
- b. When a youth is discharged from the Department of Corrections, the original updated field file will be returned to the JPO in the county of commitment. Active case management responsibility is terminated upon discharge of the youth. The complete file is then forwarded to the central office for retention.
 - Courtesy Supervising Officer
 - Primary Officer
 - c. The Great Falls Youth Transition Centers will return the original file to the primary officer and the Youth Transition Center will maintain a copy of the field file for five years to comply with licensing requirements.
 - Youth Transition Centers staff
 - Primary Officer

ANY EXCEPTIONS TO THESE PROCEDURES MAY BE MADE BY THE YOUTH COMMUNITY CORRECTIONS BUREAU CHIEF OR YOUTH SERVICES DIVISION ADMINISTRATOR.

IV. CLOSING:

Questions concerning this procedure shall be addressed to the Youth Community Corrections Bureau Chief.

V. REFERENCES:

[52-5-126, MCA](#) [Youth Parole Agreement](#)
[52-5-127, MCA](#) [Control Over Youth Released Under Parole Agreement](#)
[52-5-128, MCA](#) [Detention of Youth Who Violates Parole Agreement](#)
[52-5-129, MCA](#) [Hearing on Alleged Violation of Parole Agreement – Waiver of
Hearing – Right to Appeal Outcome](#)
[53-1-203, MCA](#) [Powers and Duties of the Department of Corrections](#)

VI. ATTACHMENTS:

None